

DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES
FINANCE AND BUDGET SECTION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the


FINANCE AND BUDGET SECTION

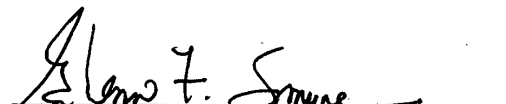
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.**

FINANCE AND BUDGET SECTION

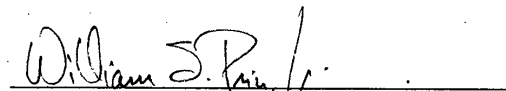
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Clarence A. Jones, Records Officer
Employment Security Commission



Glenn F. Smyre, Chief Fiscal Officer
Finance and Budget Section


Ann Q. Duncan, Chairman
Employment Security Commission


William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

April 18, 1995


JH

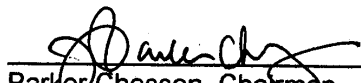
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

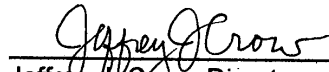
DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
FINANCE AND BUDGET SECTION
GENERAL LEDGER UNIT

Amend the records retention and disposition schedule approved February 15, 1993 by changing the disposition instructions for Item 12131 as shown on substitute page dated March 17, 1997.


APPROVAL RECOMMENDED

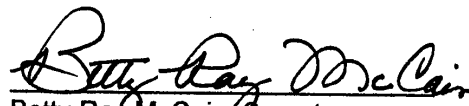

Sherry Beasley, Chief Records Officer
Employment Security Commission


Parker Chesson, Chairman
Employment Security Commission


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Norris Tolson, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

March 17, 1997

MS

DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES
FINANCE AND BUDGET SECTION

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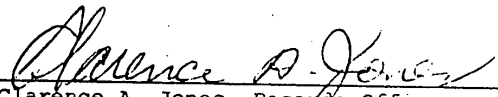
FINANCE AND BUDGET SECTION

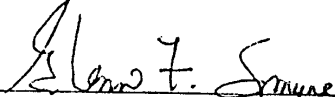
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed.

FINANCE AND BUDGET SECTION

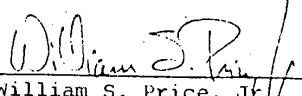
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Clarence A. Jones, Records Officer
Employment Security Commission

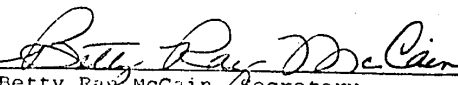

Glenn F. Smyre, Chief Fiscal Officer
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APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

April 18, 1995

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
FINANCE AND BUDGET SECTION
ACCOUNTS PAYABLE/PURCHASE ORDER UNIT**

ITEM 37859. PAYMENT DOCUMENTATION FILE.

Workers' records concerning documentation of various payments. File includes Unemployment Insurance Benefit Refund payments, compensation payments, combined wage payments, health insurance payments, dental insurance payments, garnishment payments, and direct and recurring invoice payments.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
FINANCE AND BUDGET SECTION
BUSINESS OFFICE**

ITEM 12996. CORRESPONDENCE FILE.

Correspondence and memorandums written and received by the office concerning financial matters.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
FINANCE AND BUDGET SECTION
CHIEF FISCAL OFFICER**

ITEM 37790. CHIEF FISCAL OFFICER'S CORRESPONDENCE FILE.

Correspondence and memorandums written and received by the office concerning departmental matters.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 37792. INCOMING ACCOUNTS RECEIVABLE LOG FILE.

Monthly log of incoming administrative, child support, Interstate Combined Wage, and Unemployment Insurance benefit forgery reimbursement receipts. File includes Employment Security Commission issued checks returned by the post office.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 37793. NOTICE OF OBLIGATIONAL AUTHORITY FILE.

Notification from United States Department of Labor providing Employment Security Commission with funding authority to incur obligations.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 37794. PROGRAM DOCUMENTATION FILE.

Signed copies of federal and state grants, contracts, appropriations, and agreements authorizing agency programs.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after termination of agreement/contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
FINANCE AND BUDGET SECTION
COST ACCOUNTING UNIT**

ITEM 417. STATE ACCOUNTING SYSTEMS DIVISION INPUT FILE.

Batched data concerning the Employment Security Commission which is submitted to the Division Accounting Systems. File includes time distribution, property accounting, expenses at cost center level, and accountability by funding source.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 418. STATE ACCOUNTING SYSTEMS DIVISION OUTPUT FILE.

Computer printouts providing data compiled by the State Accounting Systems Division relating to the Employment Security Commission. Information provided includes time distribution, property accounting, expenses at cost center level, and accountability by funding source.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
FINANCE AND BUDGET SECTION
GENERAL LEDGER UNIT**

ITEM 458. PAID BENEFIT CHECKS FILE.

Paid benefit checks written by Employment Security Commission and cleared by the Department of State Treasurer.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 3 years from date

ITEM 12126. TRUST FUND INTEREST EARNED FILE.

Federal quarterly recapitulations of trust fund interest earned.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after released from all audits.

ITEM 12129. POSTING MEDIA FILE.

Records concerning postings in the general ledger. File includes all financial transactions.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after released from all audits.

ITEM 12134. DAILY TRANSMITTAL PRINTOUTS FILE.

Daily transmittal printout listing amounts of checks paid daily and daily bank deposits.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after released from all audits.

ITEM 12138. CANCELLATION LISTINGS FILE.

Monthly listings of all checks over sixty-days old which must be cancelled.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12140. TRANSFER VOUCHERS FILE.

Vouchers listing transfer of money from one account to another.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after released from all audits.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
ADMINISTRATIVE SERVICES DIVISION
FINANCE AND BUDGET SECTION
JPTA FINANCING UNIT**

ITEM 12262. JOB TRAINING PARTNERSHIP ACT (JTPA) AUDIT RECORDS FILE.

Worksheets recording expenditures under the JPTA program, utilized to reconcile Employment Security Commission JPTA records with the State Accounting System.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 12264. JOB TRAINING PARTNERSHIP ACT FINANCIAL ACCOUNTING REPORTING SYSTEM (FARS) REPORTS FILE.

Computer printouts providing accounting information for Job Training Partnership Act (JPTA) programs administered by the Employment Security Commission. Information includes monthly time distribution and expenditures for JPTA project code numbers. (Printouts received from Division of Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.